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PLEASE PASS TO CLO COORDINATOR, HRO AND MO

E.O. 12958: N/A
TAGS: AMGT, KFLO, APER
SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON
OFFICE

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1. Summary: The following is an announcement of a vacancy in the Family Liaison Office (M/DGHR/FLO). Please pass to CLO Coordinator and publish widely in your mission. Please send a copy to family members and members of household interested in employment and returning to Washington, D.C. The application deadline for this announcement is July 28, 2006.

2. Title: Employment Program Specialist, Family Liaison Office (M/DGHR/FLO), GS-301-09/11, full time, 2-year limited appointment, excepted service, schedule A. The selected candidate will receive a 2-year non-career term appointment with benefits (FERS, TSP, FEGLI, and FEHB).

3. The Foreign Service Act of 1980 mandated the establishment of the Family Liaison Office to facilitate the employment of family members and to carry out such other functions as the Secretary of State may designate. The Office assists both employees and family members, including members of household, in the areas of family member employment, education counseling, crisis support, and expeditious naturalization. FLO provides support to evacuees from overseas missions, is the functional office for the worldwide Community Liaison Office program, and organizes Washington and overseas training conferences annually. The Family Liaison Office serves clients from the Department of State, as well as from many agencies assigning personnel abroad including U.S. Agency for International Development, U.S. Commercial Service, Department of Commerce, the Justice Department and Peace Corps, to name a few. FLO produces numerous publications and information papers. You may research information about FLO on our Intranet web site (<http://hrweb.hr.state.gov/flo/index.html>) or Internet www.state.gov/m/dghr/flo.

4. As subject matter expert on overseas and domestic employment programs, the incumbent provides advice and guidance on employment opportunities inside and outside the mission for family members preparing for assignment overseas or returning to the Washington metropolitan area. The incumbent of this full-time position works under the direction of the Employment Program Coordinator. Major responsibilities of the position are:

a) Collects and analyzes data to guide and support FLO's employment advocacy initiatives through briefings and presentations to officials at all levels in the Department including the Director General and the Under Secretary for Management.

b) Takes the lead in coordinating the Family Member Employment Working Group, which convenes monthly to address issues of family member employment.

c) Coordinates special employment programs, such as the Cox-funded initiatives and other new programs that may be developed.

d) Supports the bilateral work agreement and de facto work arrangement process.

e) Conducts research using multiple electronic and bibliographic sources and personal contacts; develops and maintains accurate statistics from this research.

f) Prepares talking points, designs PowerPoint presentations and delivers training and briefings for different audiences.

g) Conducts regular client outreach group sessions to keep family members informed on the full range of employment options, both going overseas and returning to the Washington metropolitan area.

h) Provides support to the Employment Program Coordinator and acts on his/her behalf as required; serves as backup to others in the Employment Section as required.

i) The Employment Program Specialist, like all FLO staff, will serve rotational duty on task forces during post evacuations as deemed necessary, and carry out other duties as assigned.

5. Qualifications (ranking factors): Applicant is requested to address the following factors individually in a supplemental written statement submitted with the

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application material. Applicant must be a U.S. citizen and

be able to demonstrate first-hand knowledge of Foreign Service life generally gained by at least five years experience living in an embassy or consulate community which provided an opportunity to demonstrate:

- a) Knowledge of the Family Liaison Office goals and objectives and relationships of the assigned program with other key functions within the office.
- b) Knowledge of Federal employment regulations, both inside missions overseas and in the U.S.
- c) Knowledge of the principles and practices of employment advising, especially of a mobile/dual career in the Foreign Service context.
- d) Ability to gather, evaluate, and interpret complex data and written material;
- e) Ability to communicate orally in performing administrative analysis work, in meeting with clients, and with officials at all levels.
- f) Ability to write clearly and concisely on both technical and non-technical subjects;
- g) Ability to plan and execute programs, develop and present training; and
- h) Ability to work as part of a team.

Other factors that will be considered: It is essential that the candidate be computer literate, including knowledge of database functions and be able to navigate and conduct research on the Internet and Intranet. The Family Liaison Office hopes to fill the position as soon as possible. Availability is a key factor. Please note the closing date below.

6. How to apply: interested individuals may submit one of the following: an optional application for Federal employment (OF-612), a SF-171, a federal resume or any other written format (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications (see item 4 under paragraph 7, additional information).

Applications which are incomplete or mailed in government envelopes will not be considered. Send applications to Tracy Young, HR/EX, room H-726, SA-1, Department of State, Washington, D.C. 20520. Applications may also be faxed to Ms. Young at (202) 663-2371. The application must be

received by close of business July 28, 2006.

If there are any questions regarding this announcement, please call Leslie Teixeira, Deputy Director, M/DGHR/FLO, at (202) 647-1076. Applicants may want to email (teixeiralm@state.gov) cable, or fax (202-647-1670) their intention to apply to Ms. Teixeira.

7. Evaluation method: determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the Federal application or resume. It is imperative that the information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement.

8. Additional information: 1. All current Federal employees and reinstatement eligibles must submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS 1812 (applicant appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.) 2. All applicants claiming veterans' preference must provide proof of eligibility. 3. All other applicants (non-status) must submit information identified above. 4. All applicants must submit information that addresses the ranking factors (qualifications) in this announcement. 5. All applicants should submit SF-181, race and national origin form (for statistical purposes only).

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9. Privacy act information: the Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

10. Information for those who wish to submit a resume: please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

- Personal and educational information: 1. Full name,

mailing address (with zip code) and day and evening phone numbers, including area code; 2. Social Security number; 3. Country of citizenship (most Federal jobs require U.S. citizenship); 4. Veterans' preference (proof of eligibility required); 5. Highest Federal civilian grade held, including series, beginning and ending dates; 6. Name, city and state of last high school attended and date of diploma or GED; 7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Work experience and other qualifications: applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

- a. Job title (series and grade if Federal employment);
- b. Duties and accomplishments;
- c. Employer's name and address;
- d. Supervisor's name and telephone number (indicate if we may contact your current supervisor);
- e. Starting and ending dates of employment (month and year);
- f. Hours worked per week;
- g. Salary;
- h. Any other qualification, including: job-related training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications).

11. FLO STRONGLY recommends that applicants contact the Career Development Resources Center (CDRC) for guidance on the preparation and submission of an application for a U.S. government position. They can be contacted via telephone at 202-663-3042, via fax at 202-663-3146, and the email is CDRC@state.gov. The CDRC is located at SA-1, Room L321, Columbia Plaza, 2401 E Street, NW, Washington, DC 20520. This service is available at no cost to Department of State employees and family members of US Government employees serving overseas under Chief of Mission authority. The intranet website is <http://hrweb.hr.state.gov/csp/cdrc/index.html>.

12. Minimize considered.

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